2014-2015
Teacher/Staff and Salary Survey
as of December 1, 2014

❖

Online Instructions

Due No Later Than December 1, 2014

IT: Data Management and Analysis
(802) 479-1044

VERMONT
AGENCY OF EDUCATION

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SYSTEM REQUIREMENTS

Adobe Acrobat Reader (Free Download)

Windows Users – Microsoft Excel or Spreadsheet program for reading Office 2007 excel files

Mac Users – Spreadsheet program capable of reading .xlsm files

Please call the helpdesk and someone will help you get this file and assist you installing it onto your machine. AOE Help Desk (802) 479-1044.
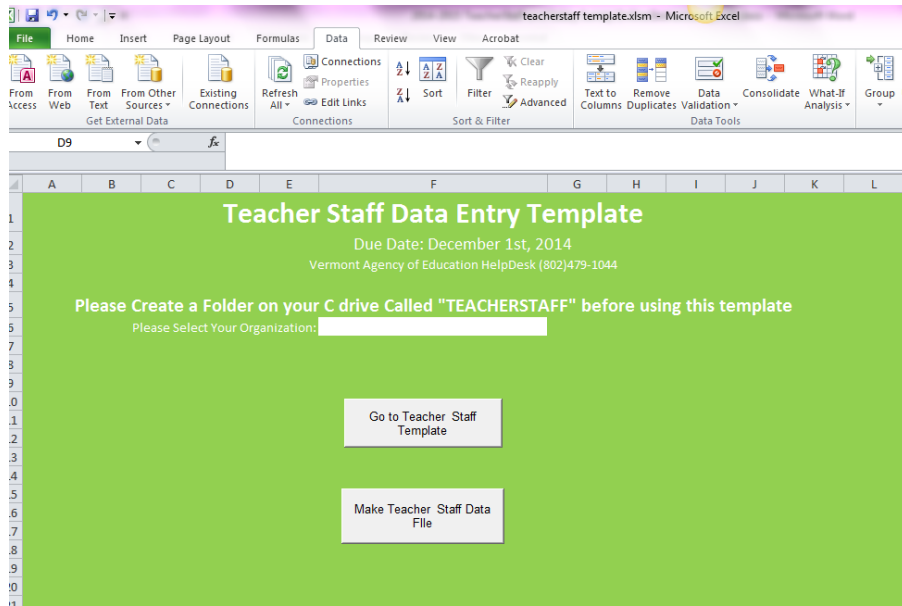
TECHNICAL SUPPORT

Call (802) 479-1044 for assistance with any software problems.

DUE DATE

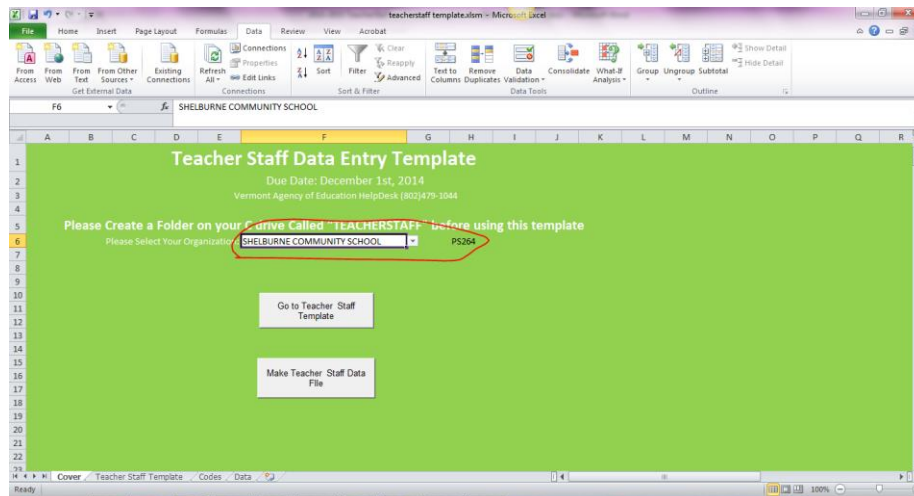The Teacher/Staff and Salary Survey is due no later than December 1, 2014.

STARTING THE APPLICATION

Open Microsft Excel template sent to you via email.

COVER PAGE OPTIONS

Select your school from the drop down menu shown below. Use the Button "Go to Teacher Staff Template" to go to the data collection sheet.

DATA ENTRY

	A	B	C	D	E	F	G	H	I	J
1	ORGID	FCTCATNO	FCTCAT	STFCATNO	STFCAT	MALFTE	FEMFTE	SAL	BEN	CON
2	PS264	1000	Direct Instructional Services	109	SPED ungraded teachers	0	1	62097	18098	0
3	PS264	1000	Direct Instructional Services	110	Itinerate teachers (Specials teachers and other teachers wrking across districts without set school)	0	2	114212	35572	0
4	PS264	1000	Direct Instructional Services	111	Regular Education Paraprofessionals	3.5	13	769148	223055	0
5	PS264	1000	Direct Instructional Services	112	SPED paraprofessionals	4.5	14.1	965842	288627	0
6	PS264	1000	Direct Instructional Services	101	Preschool/PreKindergarten Teachers	2	3.5	278224	93940	0
7	PS264	1000	Direct Instructional Services	102	Kindergarten Teachers	0	15.39	270062	205806	0
8	PS264	1000	Direct Instructional Services	103	Elementary Teachers (Grades 1-6)	1	0	48476	16980	0
9	PS264	1000	Direct Instructional Services	104	Secondary Teachers (Grades 7-12)	1	0	52788	4505	0
10	PS264	1000	Direct Instructional Services	108	Vocational Teachers	0	0.6	33431	27898	0

All fields should be completed for the staff that your organization employees. Contract employees should not be counted as FTE, but the monetary contracted amount should be included in the last column. For help with definitions of the Staff categories please see the reporting instructions.

DATA FILE CREATION

Before creating the file that will be sent to AOE you will need to create a folder on your C drive called "TEACHERSTAFF". The go back to the cover sheet of the workbook and press the button labeled "Make Teacher Staff File Data". This will make a file named PS***FY15TCHSTF.CSV (*** is listed here as it will vary depending on what school you are working on, So PS304 will have PS304FY15TCHSTF.CSV). This .CSV is then ready to be transferred to the AOE server.

FILE TRANSFER AND SUBMISSION

To Upload

1. Go to: https://secure.education.state.vt.us/
2. Enter your username and password.
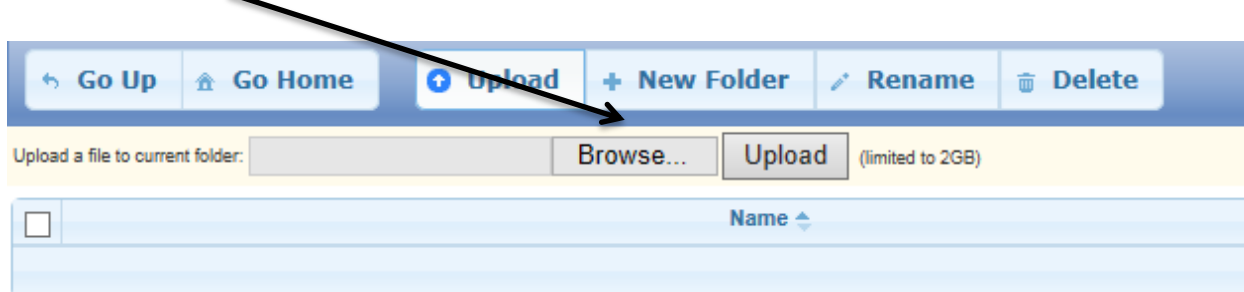
3. Click on the folder you would like to upload to.
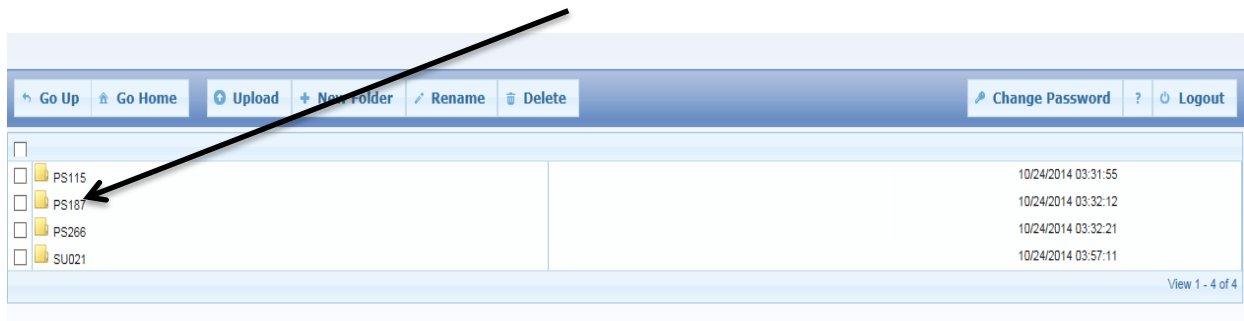
4. Select the upload button.
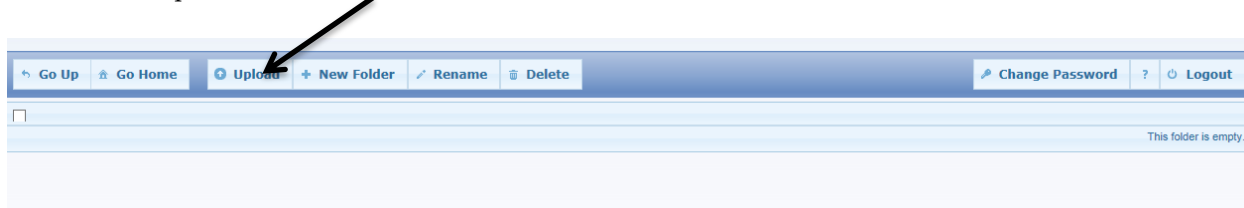
5. Click browse

6. Select your file. Please note you will have to upload each file individually.